

Instructions for Using the Electronic Version of the SWPPP Template on a PC

This Stormwater Pollution Prevention Plan (SWPPP) template is being provided as an aid to those unfamiliar with the preparation of a SWPPP. The purpose of this template is to help you ensure that your SWPPP contains all required components; however, the use of this template does not guarantee compliance with the General Construction Stormwater Permit. In addition, using the template to generate a SWPPP is not a substitute for knowledge of the permit requirements. The template serves as **guidance** only. The SWPPP preparer is encouraged to customize the template to the unique project site conditions. The site-specific SWPPP must be combined with proper and timely installation of the BMPs, thorough and frequent inspections, maintenance, and documentation.

Installing the Template

This SWPPP template is a Microsoft Word file. It contains hidden instructions and fill-in boxes. To keep the integrity of the Word template, please install this template on your computer by **right-clicking** the attachment and selecting “**Save As....**” Save the template to a folder or location you can easily access when needed.

Using the Template

To use the template:

1. Double-click on the template icon (it should have a yellow bar across the top of the W). A new Word file will be created (named Document1) for your use.
2. Rename and save this file.
3. If you cannot see paragraph symbols at the end of paragraphs in the file, click on the paragraph symbol (backwards P) on the Word **Standard** toolbar; this will allow you to see the hidden instructional text.
4. Should you ever need to print the hidden text, from the **Tools** menu in Word, select **Options...**, select the **Print** tab and check the **Hidden text** box in the middle under **Include with document**. Once you select this box, the document will continue to print all hidden text until you remove the check from the hidden text box. Note: You cannot print a section of the document (such as Appendix F) by selecting “print current page” or a range of pages unless the hidden text feature is turned off. You will want to ensure the **Hidden text** box is unchecked before printing your final document.
5. The process of creating a Table of Contents has also been automated so the correct titles and page numbers will show in the Table of Contents when printing the document. Before printing, in the **Tools** menu in Word, select **Options...**, select the **Print** tab and ensure that **Update fields** and **Update links** are checked. You can also select the Table of Contents and use the **F9** key to update the information at any time.
6. Always view the document using **Print Preview** from the **File** menu (or click the **Standard** toolbar icon) before printing to detect any layout issues that need to be addressed.

The various sections of the SWPPP template contain color-coded headers for instructions (blue), examples (green), and required text (red). These color-coded headers indicate that the text following the header provides instructions for preparing the section, an example of what the user may include in developing the SWPPP, or what text is required for developing a SWPPP that

complies with ADOT requirements. Users developing a SWPPP will enter additional text only after and under the “Required Text” headers. After entering text in a field, **press the Tab key** to go to the next field (**not the Enter key**). You can also hold down the **Shift** key and press **the Tab** key to move backward through the fields. Once a user has developed the text for the various sections of the SWPPP, a draft, including instructions, examples, and the completed text for each section, can be printed. The instructions include “check box” items that the preparer may use to visually review the printed version of his/her own work and check each of the instructional items (and check boxes) as they are completed.